



FAI

Training Materials Request Process For FAC-P/PM Capstone Courses October 2009

Preparing Today's Workforce for Tomorrow's Challenges.

Federal Acquisition Institute

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Vendor Submission Instructions

Introduction

The FAC-P/PM Capstone Courses for Federal Government Program and Project Managers (the Capstone Courses) were developed for FAI in 2009. They are designed to prepare participants for FAC-P/PM certification, and are available at all three certification levels ([FAC-Project Management Entry Level - FAC-PPM 100](#), [FAC-Program/Project Management Mid Level - FAC-PPM 200](#), [FAC-Program Management Senior/Expert Level - FAC-PPM 300](#)). This training was designed as a capstone course which requires that all prerequisite certification course work be completed, and all FAC-P/PM competencies/aligned skills (at the appropriate levels) are fulfilled. Participants in the capstone classes are expected to demonstrate proficiency in the material covered in the prerequisite courses, as well as synthesize the range of knowledge acquired. For more information on the prerequisites, the needed FAC-P/PM competencies/aligned skills, and course work areas, please visit <http://www.fai.gov/certification/management.asp>.

The Capstone Courses were designed as a capstone conclusion applying all the competencies/aligned skills of the Federal Acquisition Certification for Program and Project Managers (FAC-P/PM), in addition to satisfying the government specific competency/aligned skill set for FAC-P/PM certification. For each certification level, the Capstone Course consists of 40 consecutive hours of training, and includes lecture and other activities such as facilitated discussions, exercises, and assignments. A case study is used throughout the course. Capstone Course objectives and descriptions at each certification level, can be found at <http://www.fai.gov/certification/PPMcap.asp>.

FAI is offering the Capstone Courses at no charge to Federal Acquisition Professionals who have met the course prerequisites and are pursuing their FAC-P/PM certification. For a listing of the Capstone Course schedule, please go to <http://www.fai.gov/training/courseldt.asp>. Government agencies and vendors may request the Capstone Course instructor and participant guides from FAI per the instructions below. Also, Capstone Course reference guide materials are posted on <http://www.fai.gov/certification/PPMcap.asp#REF>.

FAC-P/PM Capstone Course Material Request Process

An agency Acquisition Career Manager (ACM) or Program/Project Manager vendor may request the Capstone instructor and participant guides from FAI by filling out and submitting the *FAC-P/PM Capstone Course Material Request Form*. The form must be filled out entirely and e-mailed to Otis Langford at otis.langford@gsa.gov, copying Andrea Nagy at anagy@deloitte.com. Once FAI receives the form, please allow 2 weeks for the materials to be sent. Meanwhile, you may download the Capstone Course reference guide from <http://www.fai.gov/certification/PPMcap.asp>

FAC-P/PM Capstone Course Material Request Form

Date: _____

Agency/Vendor Name: _____

ACM Name or Vendor POC Name: _____

Address: _____

Email address: _____

Telephone number: _____

Please use the space below to explain how you intend to use the FAC-P/PM Capstone Course materials.
